

QAR Team Meeting 4/26/2010

Next Meeting – 5/3/2010 at WH2NW “Black Hole” 9:00AM

First	Last	Organization	Present
Bakul	Banerjee	CD	X
Frank	Cesarano	BSS	X
Nicole	Gee	WDRS	X
Tom	Gehrke	QAE	X
Jed	Heyes	QAE	X
Tom	King	QAE	X
John	Martzel	QAE	X
Tim	Miller	ES&H	X
Kurt	Mohr	QAE	X
Susan	Rahimpour	QAE	X
Kurt	Riesselman	COMM	
Jim	Rife	TD	
Don	Rohde	AD	X
Keith	Schuh	PPD	X
John	Dawson	ES&H	
Rod	Walton	FESS	X
Jim	Wollwert	FI	

Carry Over Items & Task Assignments

1	An overview of the “H” clause will be given next week.			
2	Susan, Rod, Tim present guidelines for determining formality of documentation			
3				

Agenda for today.

Assurance Council updates: Council meets tomorrow

Assessments: TD assessment is on schedule. TD wants an assessment of 100% of the equipment for 3 departments.

ES&H updates: N/A

WDRS updates: N/A

BSS updates: N/A

NOTES:

Discussion was held regarding what types of documents need to be controlled & how to determine what they are.

Susan, Rod, & Tim volunteered to look into guidelines for determining what types of processes need to be documented & what types don't need to be documented.

Discussion regarding OJT continued from last week.

Tom K. updated the subteam for science. Of 7 reports 5 for processes have gone out for review to the process owners. FICAP was among the 7. A comparison of the ANSI Z1.13 to Quality Assurance for Scientific Research at Fermilab has been reviewed.

Tom Gehrke
Meeting adjourned – duration 1hr 5 min